

Training Coordinator (Human Resources)

**** This position is being re-advertised, those who have applied and/or interviewed your resume is still in consideration, no need to re-apply. ****

OUR MISSION... *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Hiring Salary Range: - \$35,000.00 - \$40,000.00

Location: Atlanta, GA

Opens: June 4, 2015

Closes: June 15, 2015

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

GSFIC will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

[Training Coordinator](#)



Website: www.gsfic.ga.gov

Position Overview

Duties: Under general supervision, works with the Training and Development Specialist to develop, deliver and coordinate training courses for Georgia State Financing & Investment Commission, Georgia Building Authority and State Properties Commission. Conducts necessary research for appropriate training courses.

Minimum Qualifications:

Completion of an undergraduate degree from an accredited four (4) year college or university and two (2) years of related experience in organizational training/development program activities. Experience working with Microsoft Office Suites.

Preferred Qualifications:

(in addition to meeting the minimum qualifications, applicants that possess the following):

- Two (2) years of experience working with training related software.

Competencies:

Effectively communicates thoughts, ideas both orally and written; demonstrated ability in organizational management training techniques, demonstrates good listening skills; anticipates and takes initiative to learn new skills; ability to interact professionally with a diverse group of clients and staff; meets customer needs; respectful and considerate; and dependable; attentive to detail; ability to work productively in teams. Extensive knowledge of Microsoft Office Suites. Knowledge of adult learning principles. Awareness of ISD models (ADDIE, Dick & Carey, Kemp, etc.)

Working Conditions: The work is usually performed in an office environment.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GSFIC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

